

CONFIDENTIAL

OIT 0371-86

09 MAY 1986

MEMORANDUM FOR: Chief, Foreign Denial and Intelligence
Activities Staff

VIA: NIO for Foreign Denial and Intelligence
Activities

FROM: [REDACTED] 25X1
Deputy Director for Management
Office of Information Technology

SUBJECT: Security of Agency Personal Computer
Diskettes [REDACTED] 25X1

REFERENCE: Memo for DD/PTS/OS & DD/OIT-M from C/FDIA
Staff, dated 20 Mar 86, Subject: Protection
of Agency PC Diskettes

1. The Office of Information Technology (OIT) appreciates the concern displayed by your staff regarding the proper security procedures for returning outdated or defective Personal Computer (PC) software to the vendor. Your efforts reflect the attitude we hope exists Agency-wide in the area of PC security. Unfortunately, the difficulties encountered in getting answers to your specific questions are disheartening. The inconsistencies you describe suggest a need for better communication of the actual policies being established by both the Office of Security (OS) and OIT. [REDACTED] 25X1

2. Policy in this area is primarily the responsibility of OS. OIT, however, will have management responsibility over all PCs connected to the Agency Network. This responsibility will include the security of PCs on the network. As you may be aware, we are in the process of establishing a "PC Software Center" to assist with and expedite the purchase of PC software products. Through this center, we will address the very legitimate problem you raised in your memo. The center will provide centralized Agency PC software procurement for our customers. (The issue of whether all Agency PC software will be acquired through the center, however, remains open.) [REDACTED] 25X1

[REDACTED] 25X1

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Security of Agency Personal Computer Diskettes [REDACTED]

25X1

As it stands, OIT has prepared a "Recommended Software List" and the center will be responsible for the purchase and testing of the original products and subsequent updates. We plan to enter into "licensing agreements" with the vendors of these software products. One of the conditions of our proposed licensing agreement is that we will not be required to return diskettes for any reason. In lieu of returning diskettes, they will be destroyed and a memorandum certifying their destruction will be sent to the vendor. The PC Software Center plans to register all software in the name of the center and will maintain records of those customers receiving the software for update processing purposes. We believe this operational concept for the PC Software Center will provide the required level of security protection. [REDACTED]

25X1

3. OS is currently coordinating a "Personal Computer Security Quick Reference Guide." When published, OS policy on the handling of component procured software should be clarified. We recommend that you review this document for guidance with respect to software already in-house or software procured through channels other than the PC Software Center.

25X1

4. Your concerns with respect to the secure handling of PC software are well justified and appropriate in today's office environment. The security procedures of the PC Software Center should address these concerns directly. We will be providing more details on the operation of the center in the not too distant future. If we can be of any assistance in the area of PC security, please do not hesitate to call us. [REDACTED]

25X1

25X1

cc:
Chief, CSG

MD/OIT/ [REDACTED] (5MAY86)

25X1

DISTRIBUTION:

Orig 1 - Addressee
1 - NIO FDIA
1 - MD Chrono
① - MD Subject
1 - OIF/FO
2 - OIT Registry

CONFIDENTIAL

Page Denied